## **EL&M Subcontractor Document Upload Procedures**

## **Step 1: Log in to your vendor profile, link below:**

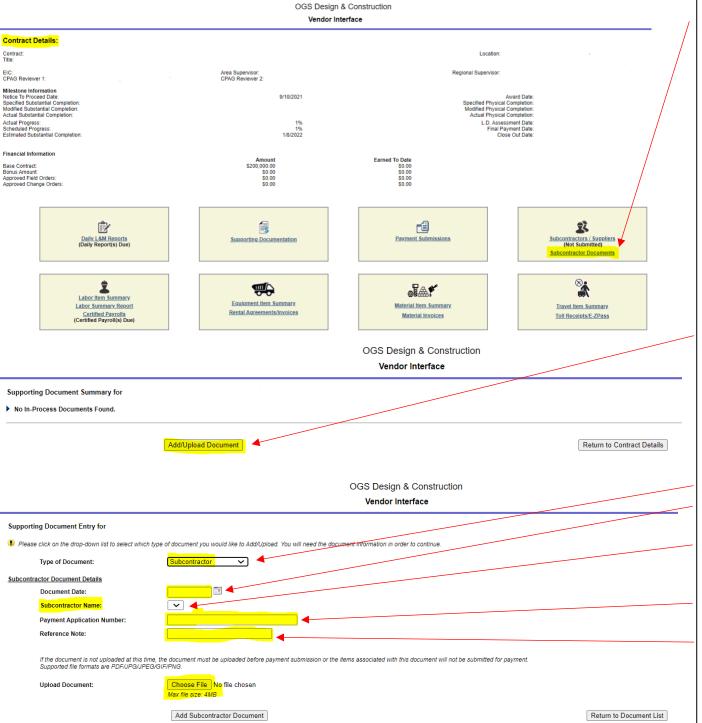
https://online.ogs.ny.gov/DNC/DNCPortal/ECPLogin.aspx?ReturnUrl=%2fDNC%2fDNCPortal%2fVIMain.aspx

- **Step 2: Contract Details page**
- Step 3: Click on "Subcontractor Documents"
- Step 4: Click on "Add/upload document" enter as noted below and on attached reference document
- Steph 5: Create file and upload file(s) into application

\*\*Note: File size cannot exceed 4 MB; therefore, uploaded files greater than 4 MB will need to be split into separate files.

- ✓ Lump Sum Subcontractors
  - 1. Create one file that contains the BDC 274.1, invoice from sub to prime and certified payroll report(s)
  - 2. Upload file into the application through the subcontractor documents tab
    - a. Be sure to indicate the following information in the Reference Note section: Sub.Name of Subcontractor & payment submission name (Ex: Sub.ABCCompanySubmission3)
- √ T & M Subcontractors (Cost plus, T & M, Per Quotes rates)
  - 1. Create one file that contains the Subcontractor workbook (BDC 274.1, BDC 271.1, BDC 125E.1(s), BDC 272.1, BDC 124E.1), certified payroll, BDC 268's, BDC 269's, invoices and equipment watch blue book rate sheets (if applicable).
  - 2. Upload file into the application through the subcontractor documents tab
    - a. Be sure to indicate the following information in the Reference Note section: Sub.Name of Subcontractor & payment submission name (Ex: Sub.ABCCompanySubmission3)

## **Reference Guide for Subcontractor Documents Upload**



1. From the contract details dashboard, click on subcontractor documents

2. Click on 'Add/Upload Document'

- 3. Subcontractor will automatically be selected
- 4. Enter document date Please be sure this is before the work period end date
- 5. Select the name of the subcontractor you are uploading documents for from the drop down box
- 6. Enter the payment application number these costs are being billed on
- 7. Enter the following in Reference Note:
  - a. Subcontractor's Name.SubmissionNumber (ex: Sub.ABCCompany.4P)